

Freedom of Information

Guide to information available from Caverstede Nursery School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Information about us; our <i>structures, locations and contacts</i>) Current information only		
Contact details for the school, postal and email address. Where possible, named contacts with telephone number and email address	Website: www.caverstede.peterborough.sch.uk	
Head Teacher’s contact details	Website: www.caverstede.peterborough.sch.uk	
Who’s who in the school	Website: www.caverstede.peterborough.sch.uk	
Who’s who on the governing body / board of governors and the selection criteria for appointment Governing body’s contact details	Website: www.caverstede.peterborough.sch.uk	
Instrument of Government / Articles of Association	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request – contact school	See Final page for costs
School prospectus (if any) Parents Handbook	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request – contact school	
School session times and term dates	Website: www.caverstede.peterborough.sch.uk	

	Hard copy: available on request – contact school	
Class 2 – What we spend and how we spend it <i>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current and previous financial year as a minimum		
Annual budget and financial statements	Hard copy: available on request – contact school	See Final page for costs
Capital funding	Hard copy: available on request – contact school	See Final page for costs
Financial Audits reports	Hard copy: available on request – contact school	See Final page for costs
Pay Policy	Hard copy: available on request – contact school	See Final page for costs
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available on request – contact school	See Final page for costs
Staffing, pay and grading structure.	Hard copy: available on request – contact school	See Final page for costs
Governors’ allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy: available on request – contact school	See Final page for costs
Details of Early Years Pupil Premium funding.	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request – contact school	
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> See Final page for costs Current information as a minimum		
<ul style="list-style-type: none"> • The latest reports from regulators – Ofsted <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan (where applicable) 	Website: https://reports.ofsted.gov.uk/provider/20/110599 Hard copy: available on request –contact school	See Final page for costs
Performance data	Hard copy: available on request –contact school	See Final page for costs
School Improvement Plan	Website: www.caverstede.peterborough.sch.uk	See Final page for costs

	Hard copy: available on request –contact school	
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Current Policy - Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: available on request –contact school	See Final page for costs
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> Current information only.		
School Policies including: <ul style="list-style-type: none"> • Data Protection Policy • Surveillance and CCTV Policy • Complaints Procedure • Charging and remissions policy • Health and Safety Policy • eSafety Policy • SEND Policy • Privacy Notice • Positive Behaviour Policy • Equality Information and Objectives • Records management (Data retention) 	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
Safeguarding and child protection, including protecting children’s personal data <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy • Data Protection Policy 	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
Policies and procedures relating to recruitment and human resources	Hard copy: available on request –contact school	See Final page for costs

<ul style="list-style-type: none"> • Privacy notice for Job Applicants • Recruitment and Selection Process • Pay Policy 		
Class 6 – Lists and Registers <i>(Currently maintained lists and registers only (this does not include the attendance register))</i>		
Curriculum circulars and statutory instruments: Early Years Foundation Stage (EYFS) Framework	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Inspection Only – contact the school	
Disclosure logs i.e. information provided in response to FOIA (Freedom of Information Act) and EIR (Environmental Information Regulations) requests	Inspection Only – contact the school	
Asset register and Information Asset register	Inspection Only – contact the school	
Any information the school is currently legally required to hold in publicly available registers	Inspection Only – contact the school	
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> Current information only		
Extended Provision – breakfast and late clubs Woodland Sessions Library	Website: www.caverstede.peterborough.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
Requests for paper copies of information	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
School publications, leaflets, books and newsletters	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs

SCHEDULE OF CHARGES - *This describes how the charges have been arrived at and should be published as part of the guide.*

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 6p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost *
	Postage and packaging 2 nd class	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	n/a	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority